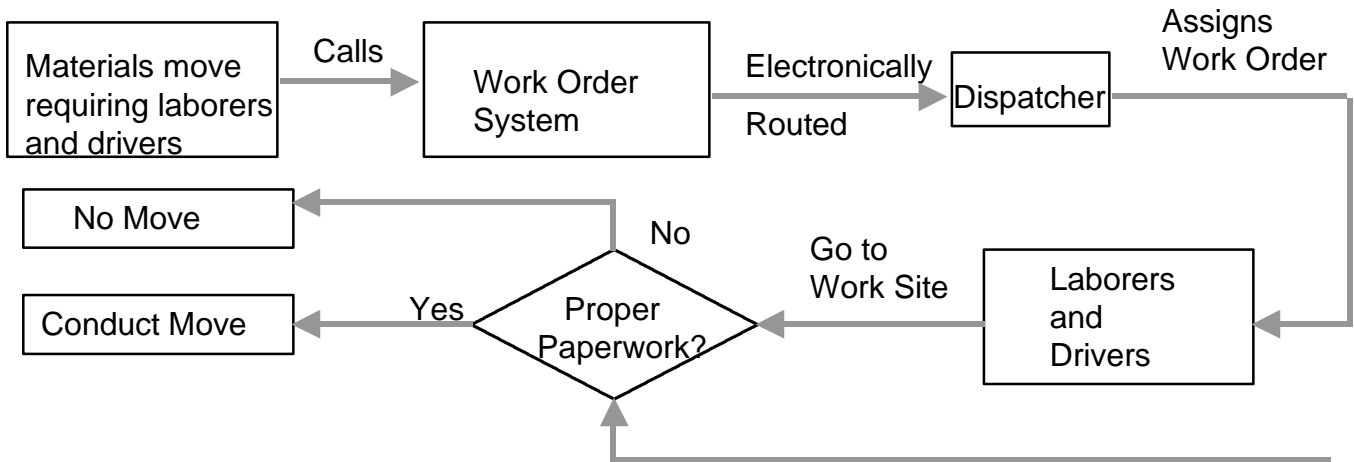


Roles and Responsibilities

“AS-IS” Work Flow



Materials

1. Excess Property

Requirements

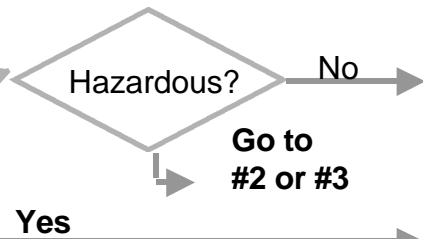
-Radiological tag

-Material transfer tag

-Property transfer forms

-High Risk review form

-Property/waste release form



2. Chemical Waste

-Chemical waste disposal form

3. Radioactive Waste

-Low level waste form

-Approved Packaging

4. Energetic Materials

-Decontamination tag

-Material transfer tag

5. Records

-Records transfer form

6. Office move

-Approved by Space Manager

-Telephone move request

-Mail station change form

-Computer move request form

-Accountable property transfer

7. Drums

-Bar Code ID

-Drum transfer form

8. Security Safe

-Security notification